



**BOWIE COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
5th, 102nd, and 202nd Judicial Districts / County Court at Law
100 N Stateline Ave. Box 12
Texarkana, Texas 75501
(903) 798-3052

Terri Giles
Director

JOB ANNOUNCEMENT

JOB TITLE:

Substance Abuse Treatment Facility (SATF) Licensed Vocational Nurse/Registered Nurse

JOB SUMMARY:

Provides health care coordination for residents while they are in substance abuse treatment. Conducts health screening on intake of new residents, provides ongoing medical education to include STD's and nicotine, triages resident medical needs, and arranges medical treatment (appointments etc.) within the guidelines of the LVN/RN license. Carries out physician's orders and acts as a liaison between the SATF and medical/pharmaceutical professionals. Provides medical instructions to staff in emergent and non-emergent situations. Oversees all prescription and OTC medications. Supervises assisted self-administration of medication. Trains staff in the area of assisted self-administration of medication. Maintains and oversees the inventory and security of all facility residents' medication. Assures compliance with CJAD standards in reference to medical/medication procedures. Will employ a spirit of common sense and courtesy in order to develop and maintain a professional, positive relationship with facility residents and other staff.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The LVN/RN works a minimum of 20 hours per week to accomplish job related tasks. Flexible hours and shift work may be required. Schedule may include evenings, nights, weekends and holidays. Punctuality is essential. Must be able to bend, stoop, push, pull, lift, and move about the facility freely and unassisted. May be required to lift fifty (50) pounds on occasion. Must be able to travel in/outside the city environment with little notice to attend training and/or participate in program development seminars. Must be capable of delivering CPR/First Aid and responding to emergency situations (physical and natural) as needed.

RESPONSIBILITIES:

Duties and responsibilities as described in the above job summary. Works with the Facility Director in the development and implementation of programs relating to the medical and well-being and treatment of facility residents. Develop and implement a system to evaluate the medical treatment and treatment progress of facility residents. Assures residents' rights are protected and reports any violation to the Facility Director. Adheres to and enforces all rules, regulations, policies and procedures of the SATF facility. Attends and participates in all facility staff meetings. Reports to Facility Director any and all personnel problems. Use universal precautions when dealing with residents as a precaution against contracting infectious diseases including but not limited to: Hepatitis, HIV/AIDS, and sexually transmitted diseases. Trains staff and residents in regards to infectious diseases, including but not limited to: Hepatitis, HIV/AIDS, and sexually transmitted diseases, as well as the universal precautions when dealing with infectious diseases. Other assigned duties as requested by the SATF Facility Director.

QUALIFICATIONS:

Must have graduated from an accredited school of nursing. Must possess current certification as Licensed Vocational Nurse issued by the Texas State Board of Nurse Examiners. Must possess solid understanding of the dynamics of the disease of addiction and various program types pertinent to the addictive personality. Be able to operate a personal computer and associated software. Prefer prior experience in the Criminal Justice System. Must meet criminal history/drug screen criteria upon hire and periodic examination as per state standards and department policy. Must abide by the Code of Ethics for Residential Services. Must maintain appropriate dress and appearance.

HOW TO APPLY:

Send professional cover letter, resume, and completed applications to Stephanie Karr at stephanie.karr@bowiecounty.org or turned into Bowie County CSCD located on the 2nd floor of the Bi-State Justice Building, 100 N. Stateline Ave, Texarkana, TX 75501.